

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Housing Officer – Tenant Involvement	<b>JE NUMBER:</b> A13331
<b>DIRECTORATE:</b>	Housing	<b>BAND:</b> 6
<b>RESPONSIBLE TO:</b>	Housing Strategy and Engagement Manager	
<b>RESPONSIBLE FOR:</b>	N/A	
<b>MAIN PURPOSE OF POST:</b>	<p>To provide effective, quality engagement with tenants to ensure their views are included in the management and ongoing development of the housing service.</p> <p>To be customer focused and motivated to give the best possible service to tenants seeking to engage with the housing service through providing a variety of opportunities for engagement.</p> <p>To work with the Housing strategy and engagement manager and Housing Officer policy and service development on all areas of strategy, policy and regulatory development for the Housing Service</p>	

### **DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To develop and provide a full and effective tenant participation service to the tenants and leaseholders of Chesterfield Borough Council that meets and exceeds the requirements of the Housing Regulator
2.	Support and service the tenant challenge panel, tenant involvement task and finish groups and working groups and develop any other tenant involvement systems and meetings as required to meet the needs of the service and regulator
3.	Develop a menu of menu of engagement options for customer involvement
4.	To advise other Housing Service staff on tenant participation and to assist with the training of staff and tenant representatives as required on matters relating to tenant participation
5.	Promote, develop and empower tenants and leaseholders to represent themselves more effectively with the Council through a range of formal and informal participation events
6.	Attend networking events and forums as appropriate to develop positive practise and an integrated approach to tenant participation.
7.	To work closely with the Housing Insights and performance co-ordinator and Housing Officer Policy and Service Development Officers to ensure all strategy, policy and are consulted on fully with engaged tenants and stakeholders.
8.	To manage financial payments and accounts in relation to the provision of tenant involvement including ensuring a supply of materials required to promote and deliver

	tenant involvement
9.	To take ownership and responsibility for customer interactions and provide appropriate advice and support to customers either in person or by email or telephone.
10.	To ensure the Councils safeguarding procedures are followed where appropriate.
11.	To work within Council policies and procedures including data protection and financial regulations.
12.	To ensure the Council's health and safety policies and legal requirements are adhered to.
13.	To contribute to the development, review and improvement of policies and strategies in line with current legislation and best practice.
14.	To support the achievement of social inclusion, equality and diversity in both employment and service delivery including the promotion of equality of opportunity
15.	Promote and deliver the priorities, values, and objectives of Chesterfield Borough Council at all times

**GENERAL – To be aware of and implement the following:**

**Equalities** – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**SPECIAL FEATURES OF POST:**

Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Housing Officer – improvements and Engagement	<b>JE NUMBER:</b>	A13331
<b>DIRECTORATE:</b>	Housing	<b>DATE:</b>	<b>October 2021</b>

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b> Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
•	Good working knowledge of housing issues, housing policy and law particularly in relation to tenant engagement	Application Form, Interview
•	Excellent verbal and written communication skills, including the ability to communicate clearly, sensitively, and effectively with people having a broad range of roles and capabilities.	Application Form, Interview
•	Excellent proven customer care skills.	Application Form, Interview
•	Ability to organise and set up meetings and events	Application form, Interview
•	The ability to prepare detailed and accurate information and reports for management use.	Application Form, Interview
•	The ability to integrate into and work with a team to be responsive to the demands of a high-quality Housing Service.	Application Form, Interview
•	The ability to work effectively in a busy working environment, to prioritise workloads and to prioritise competing demands.	Application Form, Interview
•	The ability to operate ICT systems (e.g., Word, Excel, databases) and learn a bespoke housing management system as required	Application Form
•	The ability to identify improvements and contribute towards service improvements.	Application Form, Interview

•	Understanding and sensitivity to confidentiality and data protection.	Application Form, Interview
•	An awareness of equalities and diversity and a commitment to implement the Council's equalities and diversities policies	Application Form, Interview
<b>Desirable</b>		
•	Knowledge of social housing policy requirements for tenancy management, engagement, allocations, sustainment.	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
<b>EXPERIENCE</b>		
<b>Essential</b>		
•	Experience of working in a tenant/ resident participation / housing management role or related field	Application Form, Interview
•	Experience of speaking publicly at meetings	Application Form, Interview
•	Experience of producing written reports and summarising essential information for staff managers, tenants, and Councillors.	Application Form, Interview
<b>Desirable</b>		
•		
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	A current full driving licence	Application Form
<b>Desirable</b>		
•	BTEC/Level 3 in Housing Studies or equivalent housing qualification recognised by the Chartered Institute of Housing	Application form / certificates
•	Minimum of 4 GCSEs Grade A to C / 9-4 or equivalent, including	Application form /

	English and Maths, plus an NVQ 3 or equivalent.	certificates
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
<b>Level: 1</b>		
<b>Changing and Improving</b>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
<b>Level: 1</b>		
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p>	Interview
<b>Level: 1</b>		

	For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
<b>Leading &amp; Communicating</b>	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all.	Interview
<b>Level: 1</b>	For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
<b>Collaborating and Partnering</b>	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
<b>Level: 1</b>		
<b>Developing self and others</b>	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.	Interview
<b>Level: 1</b>	For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
<b>Delivering Value for Money</b>	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.	Interview
<b>Level: 1</b>		

	For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	
<b>Managing a Quality Service</b>	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.	Interview
<b>Level: 1</b>	For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	
<b>Delivering at Pace</b>	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.	Interview
<b>Level: 1</b>	For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	



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